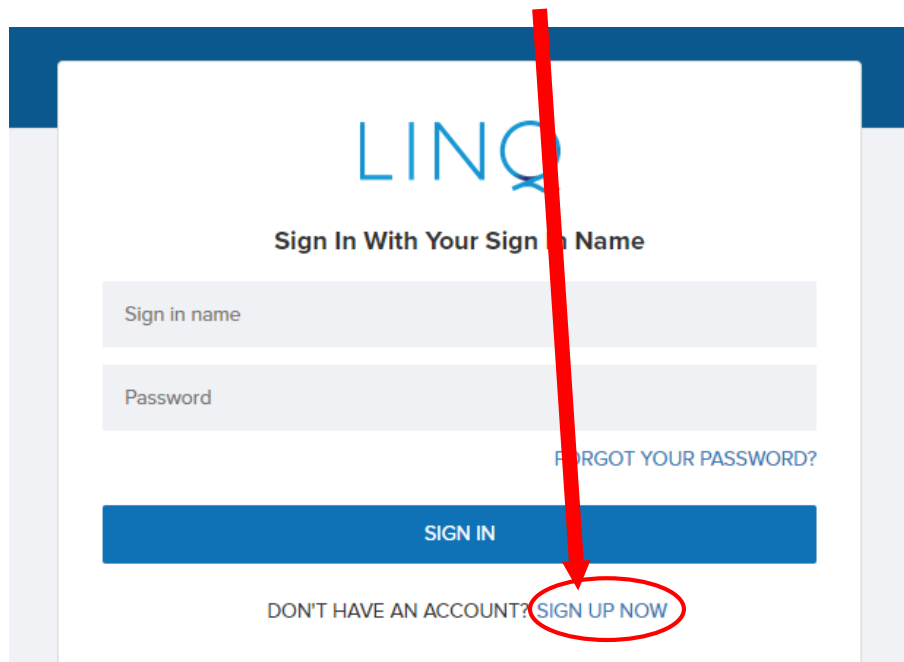


LINQ Online Ordering

To Create Your Parent Account, please go to: <https://onlineordering.linq.com/>

Step 1: Sign Up for an Account

- Please click “SIGN UP NOW”, circled below in red



Step 2: Enter Your Information (not the student’s information).

- Verify your email address (**Your Email Address will be your SIGN IN Name for Login**)
 - Input your email address in the “Email” field
 - Click **SEND VERIFICATION CODE**
 - Go to your email inbox and look for an email from “**Microsoft on behalf of onlineordering.linq.com.**” Allow a few minutes for the email to appear in your inbox.
 - If you do not see an email, check your spam folder.
 - If you do not receive an email, click the “send new code” button on the sign up screen and try again.
 - Input the code provided via email in the “verification code” field
 - Select “verify code”
 - Failure to verify email with the code will prevent you from ordering online
 - Input first name, last name, new password, and confirm new password in the respective fields

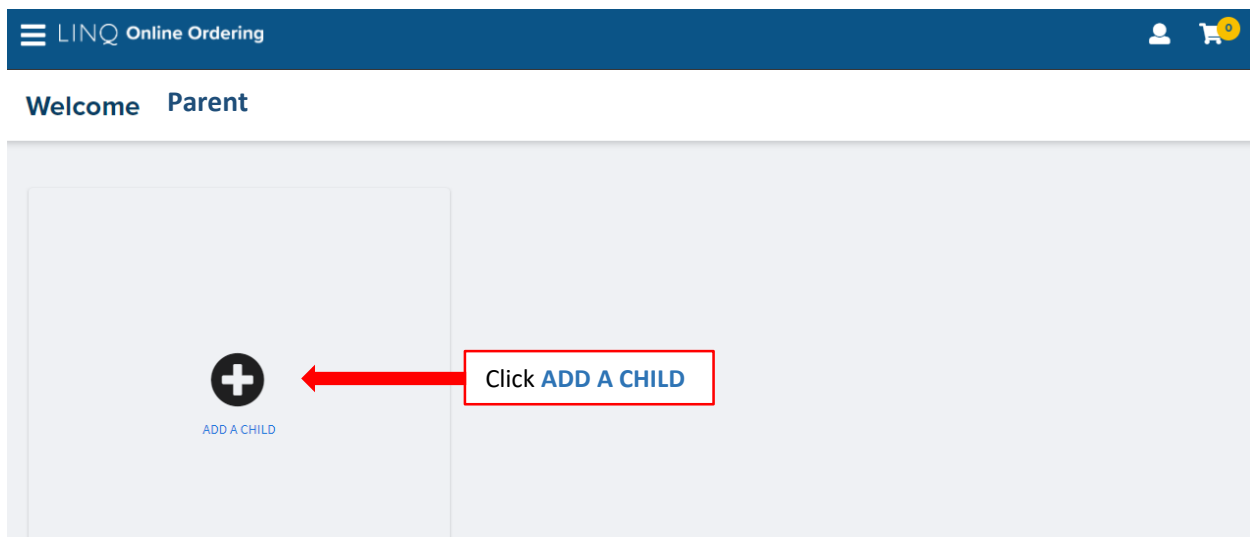
Step 2: Enter Your Information, *Continued*

- Password requirements:
 - Must be 8-16 characters and contain 3 out of 4 of the following:
 - lowercase characters, UPPERCASE characters, digits (0-9), and one or more of the following symbols @#\$%^&*_*+=[{}|\:','?/\~"());.
- Note your username (your email address) and password to ensure access to your account later.
- Once you've entered the information and verified your email, please click **"CREATE"**

The screenshot shows the 'LINQ Signup for Meal Ordering' form. It includes fields for Email, First Name, Last Name, New Password, and Confirm New Password. A blue 'SEND VERIFICATION CODE' button is positioned above the First Name field. At the bottom of the form are 'CREATE' and 'CANCEL' buttons. Three red callout boxes with arrows point to these elements: '1. Enter your information' points to the form fields; '2. Verify your email by clicking "SEND VERIFICATION CODE". Then check your email inbox and following the steps outlined in your email' points to the 'SEND VERIFICATION CODE' button; and '3. Click CREATE' points to the 'CREATE' button.

Step 3: Add Your Child

- After you click CREATE, the screen below will appear.
- Please click **"ADD A CHILD"**



Step 3: Add Your Child, *continued*

- Add your student's information

Select "**Hickman Mills C-1 School District**" from drop down menu options.

Enter your child's **Student ID**. This can be found on a sticker on their electronic device.

Enter the **Last Name** your child as listed in enrollment.

Click **ADD**

- This should add your student to your account!
- If you have multiple students, please repeat Step 3 for each of your children.

Step 4: Ordering Meals

- Click "**Order Meals**" on the screen below

Click **Order Meals**

Step 4: Ordering Meals, *Continued*

- Read and agree to the “**Ingredients and Special Diets Disclaimer**”. Scroll through to read and Check the box indicating “**I understand and agree. Do not show this message again.**”

Ingredients and Special Diets Disclaimer

Important Information about Special Meal Accommodations and Ingredients

TO USE THIS TOOL PLEASE READ AND ACKNOWLEDGE IMPORTANT INFORMATION REGARDING THE USE OF THIS INTERACTIVE MENU

This interactive menu is designed to give the user the ability to identify ingredients in menu items that may contain selected nutrients and ingredients. This tool should serve ONLY as a general guideline and SHOULD NOT be relied on for people with a medical condition or food allergy.

IT IS IMPORTANT TO NOTE THAT INGREDIENTS AND MENU ITEMS ARE SUBJECT TO CHANGE OR SUBSTITUTION WITH OR WITHOUT NOTICE. IN PLANNING AND TREATING ALLERGIES AND MEDICAL CONDITIONS, PLEASE CONTACT THE DISTRICT REGARDING THEIR INDIVIDUAL POLICY REGARDING ACCOMMODATIONS FOR SPECIAL DIETARY NEEDS.

Please note that the School District, the Nutritional Analysis software provider, or the ISITE Software (the interactive menu display software provider) CANNOT guarantee that the information provided is 100% accurate and up-to-date. The nutritional and allergen information that is displayed is provided by food manufacturers, distributors, and other third parties.

To use this tool, you must first agree to the following terms and conditions.

IF YOU HAVE SPECIFIC ALLERGEN QUESTIONS OR CONCERNS PLEASE CONTACT YOUR SCHOOL'S FOOD AND NUTRITION DEPARTMENT DIRECTOR OR DIETICIAN DIRECTLY. THE CONTENT ON THIS WEBSITE IS NOT INTENDED TO BE A SUBSTITUTE FOR DISCUSSIONS ABOUT SPECIAL MEAL ACCOMMODATIONS WITH YOUR SCHOOL FOOD SERVICE DIRECTOR.

When exact and 100% accurate nutritional or allergen information is critical to you due to a severe allergy, diet restriction, or medical condition, please seek further information and guidance from your school food service director and do not rely on the information in this interactive web application.

If your (or your child's) allergy or condition potentially creates a serious medical risk, you should discuss the risks and appropriate precautions for participating in school lunch with both your medical provider and your school food service director before participating.

REQUIRED: Medical Statement for Children with Special Dietary Needs

Each special dietary request must be supported by a statement explaining the requested food substitution and must be signed by a

I understand and agree. Do not show this message again.

AGREE

1. Read the **Ingredients and Special Diets Disclaimer**

2. Check the **BOX for the **Ingredients and Special Diets Disclaimer Agreement****

3. Click **AGREE**

NEXT

- Select the correct week and the meal(s) you'd like to order

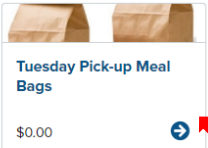

LINQ Online Ordering

Student's Name | Balance: \$0.00

BREAKFAST | **LUNCH**

Aug 31 - Sep 04

Orders are due by 12:01 AM one day in advance.

31 Mon	1 Tue	2 Wed	3 Thu	4 Fri
ENTREES				
	 <p>Tuesday Pick-up Meal Bags</p> <p>\$0.00</p>		 <p>Thursday Pick-up Meal Bags</p> <p>\$0.00</p>	

Select **LUNCH to view Curbside Pickup Meal**

Click to select the days' meals you want to

Use the right and left arrows to select the correct week

Step 4: Ordering Meals, *Continued*

- Click **ADD TO ORDER** to add meals to your shopping cart!

LINC Online Ordering

Student's Name | Balance: \$0.00

BREAKFAST LUNCH

Orders are due by 12:01 AM one day in advance.

31 Mon 1 Tue 2

Tuesday Pick-up Meal Bags
\$0.00

LUNCH ENTREE
Tuesday Pick-up Meal Bags
\$0.00
There will be 2 Meal Bags for Pick-up Tuesdays. Each meal bag will contain 1 breakfast, 1 lunch, and 1 supper.

View Ingredients

View Nutritional Information

SPECIAL MEAL ACCOMMODATIONS

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

ADD TO ORDER

IMPORTANT:
When you select a meal, you must click **"ADD TO ORDER"** to add meals to your shopping cart

THEN

- Click on the **SHOPPING CART** to view meals ordered and to CHECK OUT.
- You may have to **SCROLL UP** on your **PHONE** to find the **SHOPPING CART**!

LINC Online Ordering

Student's Name | Balance: \$0.00

BREAKFAST LUNCH

Orders are due by 12:01 AM one day in advance.

31 Mon 1 Tue 2 Wed 3 Thu 4 Fri

ENTREES

Tuesday Pick-up Meal Bags
\$0.00

Thursday Pick-up Meal Bags
\$0.00

To view the meals you ordered and to checkout, click this **shopping cart**

Step 4: Ordering Meals, *Continued*

- If you are satisfied with your meal selections, click **“CHECKOUT”** in bottom right corner

The screenshot shows the LINQ Online Ordering interface. At the top, there is a blue header with the LINQ logo and 'Online Ordering'. Below the header, the user's name and balance are displayed. The main content area is divided into two sections: 'BREAKFAST' and 'LUNCH'. A yellow warning banner indicates that orders are due by 12:01 AM one day in advance. The 'LUNCH' section is active, showing a calendar with '31 Mon' and '1 Tue' selected. A 'Tuesday Pick-up Meal Bags' item is shown with a price of \$0.00. On the right side, a 'STUDENT'S Cart | 2 items' summary is displayed, showing a total of \$0.00. At the bottom, there are two buttons: 'CONTINUE ORDERING' and 'CHECKOUT'. A red arrow points from a callout box labeled 'Click CHECKOUT' to the 'CHECKOUT' button.

Step 5: Place your Order

- Choose your pickup location
- Place your order

The screenshot shows the LINQ Online Ordering interface. At the top, there is a blue header with the LINQ logo and 'Online Ordering'. Below the header, the user's name and balance are displayed. The main content area is divided into two sections: 'BREAKFAST' and 'LUNCH'. A yellow warning banner indicates that orders are due by 12:01 AM one day in advance. The 'LUNCH' section is active, showing a calendar with '31 Mon' and '1 Tue' selected. A 'Tuesday Pick-up Meal Bags' item is shown with a price of \$0.00. On the right side, a 'Pickup Locations' modal is displayed, titled 'Choose a pickup location for your order'. It lists several locations with radio buttons next to them: Classroom 156123, COMPASS - Curbside Meal Pick-Up (selected), DOBBS - Curbside Meal Pick-Up, ERVIN - Curbside Meal Pick-Up, FREDA MARKLEY - Curbside Meal Pick-Up, INGELS - Curbside Meal Pick-Up, RUSKIN - Curbside Meal Pick-Up, SANTA FE - Curbside Meal Pick-Up, TRUMAN - Curbside Meal Pick-Up, and WARFORD - Curbside Meal Pick-Up. At the bottom, there are two buttons: 'BACK TO ORDER' and 'PLACE ORDER'. A red arrow points from a callout box labeled '1. Choose the Pickup Location' to the 'COMPASS - Curbside Meal Pick-Up' option. Another red arrow points from a callout box labeled '2. Click "Place Order"' to the 'PLACE ORDER' button.

Step 5: Place your Order, Continued

- You will receive a confirmation message on your device screen, as well as a confirmation email with your meal order details, including pickup location.

☰ LINQ Online Ordering

Student's Name | Balance \$0.00

Thank You for Placing an Order Total \$0.00

Your order was successfully submitted. An email confirmation will be sent to cganoung@kumc.edu.

1 Tue
Lunch
Tuesday Pick-up Meal Bags
\$0.00
COMPASS - Curbside Meal Pick-Up

3 Thu
Lunch
Thursday Pick-up Meal Bags
\$0.00
COMPASS - Curbside Meal Pick-Up

**Thank you for ordering school meals using our
new online ordering system!**



For assistance or to provide feedback, please call 816-316-8212 or
email michaelgl@hickmanmills.org.